



**COMPETITIVE GRANT APPLICATION PACKET
COMMUNITIES FOR OPPORTUNITIES PROGRAM
2008-2009**



**Department of Housing and
Community Development**

Virginia Department of Housing and Community Development
Office of Community Capacity Building
501 North Second Streets – Third Floor
Richmond, VA 23219

TABLE OF CONTENTS

General Information and Instructions	3
Information Related to the Communities for Opportunities (CFO) Competitive Grant Application	4
CFO Reporting Form	7
Appendices	8
Contact Information	9
Rating Scale Criteria	10
CFO Program Eligibility Localities – Attachment A	11
CFO Program Eligibility Localities – Attachment B	12

GENERAL INFORMATION AND INSTRUCTIONS

INFORMATION RELATED TO THE COMMUNITIES FOR OPPORTUNITIES COMPETITIVE GRANT APPLICATION

ADMINISTRATION

The Communities for Opportunity (CFO) initiative is a state funded program to stimulate community enrichment through workforce development under the Race to GED initiative. The Office of Adult Education and Literacy of the Virginia Department of Education and the Office of Community Capacity Building of the Virginia Department of Housing and Community Development are partners in jointly administering the Communities for Opportunity program.

RECEIPT OF APPLICATION

Applications will be accepted until 5 p.m. on Friday, June 13, 2008. One original and two copies of the grant proposal shall be submitted to:

Mailing Address

Winfred Brown

Virginia Department of Housing and Community Development

Office of Community Capacity Building

501 North Second Streets – Third Floor

Richmond, VA 23219

Submissions may be hand delivered or sent via mail. Submissions can also be transmitted electronically in Microsoft Word format **only if** all attachments are included. Faxed copies will not be accepted.

INQUIRIES

For further information, please contact Winfred Brown at 804-371-7076 or at winfred.brown@dhcd.virginia.gov.

ELIGIBLE APPLICANTS

Eligible applicants for the CFO grants include adult education programs, community-based organizations that work in partnership with an adult education program as a fiscal agent, units of local government including educational institutions, and employers (as partners). All applicants must be an IRS recognized not-for-profit agency or have executed an agreement with an IRS recognized nonprofit or unit of local government as a fiscal agent.

Applications will be evaluated based on the criteria outlined in Attachment A. Eligible programs seeking grant funds must serve residents in Virginia's non-entitlement communities listed in Attachment B.

PURPOSE

The focus of the CFO partnership is to assist Virginia workers, who have not completed high school, in advancing through the Race to GED initiative to achieve a GED and subsequently enter or retain employment, and/or pursue post-secondary education or job specific training.

Recent studies show that workers have a greater chance of achieving job advancement through basic skills improvement. Basic literacy skills include the ability to read, write and speak English and to compute, think critically, and solve problems. In addition, employability skills (including a good work ethic) and social skills are necessary for effective performance in the workplace. Proficiency in these areas leads to upward mobility in the workplace.

The CFO partnership addresses the state's effort to expand the pool of skilled workers to fill the void caused by an increase in workforce skill requirements. The downturn of several economic sectors, plant closings and rapidly changing technology are just a few of the reasons accelerating the need to support workforce development.

The Office of Community Capacity Building and the Office of Adult Education and Literacy are seeking proposals to support workforce development throughout the Commonwealth. There is a particular emphasis on the areas of Southwest and Southside Virginia.

PROGRAM PRIORITIES

Applicants with a program of interest must include the following minimum requirements in the grant application:

A) Adult learner outcomes will include:

- Number of learners served.
- Number taking the GED test.
- Number passing the GED test.
- Number entering employment.
- Number retaining employment.
- Number entering post-secondary education or training.

B) Program design will include the following:

- Curriculum demonstrates a direct relationship to workforce development.
- Targeted adult learners are defined.
- Proposed curriculum and program objectives will lead to job advancement.
- Trainers or instructors must have experience in adult education instruction.
- Technology will be integrated into instruction.
- Evaluation plan will include measurable outcomes.
- Matching resources of 25 percent will be provided from local funds.
- Experience in workforce development will be reflected in strategy, accomplishments, and progression.
- A plan for continuous process improvement is implemented.

C) Race to GED activities in CFO program:

- Promotion of Race to GED initiative and recruitment of targeted adult learners to prepare for and take the GED Tests.
- Assessment of adult learners for placement in Fast Track or GED Prep.

- Classes for adult learners that include Fast Track classes (pass the GED in 90 days or less) and GED Prep classes (pass the GED in 180 days or less).
- An increase in GED testing opportunities for adult learners, including the expansion of the GED testing schedule and additional GED testing locations.
- Opportunities for adults to receive career, employment, and post-secondary counseling and referrals.

D) Priorities:

- Potential for the CFO program to have a positive impact on the economic development of the local/regional economy.
- Potential for the CFO program to be a model for a sustainable statewide initiative.

FUNDING AVAILABILITY

A total of \$125,000 is available through the CFO initiative. Applicants can apply for and receive up to \$25,000 for the program year. Grant award amounts vary for each grantee. Previous grants have averaged approximately \$15,000.

Local Match

A 25 percent match is required by the eligible applicant. The match may be made as either (1) cash or (2) a combination of the same dollar amount of cash previously provided and in-kind contributions. The match may exceed but may not be less than 25 percent.

Allowable Matching Funds

Matching funds may result from cash or in-kind contributions by the eligible applicant. Local matching funds through in-kind contributions may be identified from the various expenditure categories.

APPLICATION INSTRUCTIONS

Each application must contain the following:

- ☒ Applicant Information Sheet
- ☒ Statement of Need
- ☒ Definition of the target population, including geographic location of where participants reside
- ☒ Number of participants to complete the program
- ☒ Objectives and procedures for implementation with timetable and monthly benchmarks
- ☒ Detailed program budget, including sources and uses (match and grant funding)
- ☒ Evaluation of measurable outcomes
- ☒ Program Requirements A-E in grant proposal

ACCOUNTABILITY & REPORTING

Mid-year and final reports must be submitted using the CFO report form for 2008-2009.

COMMUNITIES FOR OPPORTUNITIES (CFO) REPORTING FORM 2008-2009

	CATEGORY	NUMBER	PERCENT
1	Number of learners served		
2	Number taking the GED test		
3	Number passing the GED test		
4	Number entering employment		
5	Number retaining employment		
6	Number entering post-secondary education or training		

Name of Person Completing			
Title			
Local or Regional Program			
Date Completed			
**Mid-year Report	<input type="checkbox"/>	Final Report	<input type="checkbox"/>
** Please indicate whether the report is a mid-year or final report. The mid-year report is due January 15, 2009; and the final report is due June 30, 2009.			

The completed report should be mailed or e-mailed to Winfred Brown, Virginia Department of Housing and Community Development, and to Sattar Mukadam, Virginia Department of Education, at the following addresses:

Winfred Brown
 Virginia Department of Housing and
 Community Development
 Office of Community Capacity Building
 501 North Second Street – 3rd Floor
 Richmond, VA 23219
Winfred.Brown@dhcd.virginia.gov

Sattar Mukadam
 Virginia Department of Education
 Office of Adult Education and Literacy
 101 N. 14th Street – 21st Floor
 Richmond, VA 23219
Sattar.Mukadam@doe.virginia.gov

APPENDICES

CONTACT INFORMATION

Communities For Opportunities Program

The persons listed below are the contacts for all correspondence and inquiries throughout the year pertaining to the Communities For Opportunities Program. All information is required.

Organization Name		
Program Manager/Coordinator/Director		
Address:		
City:	State:	Zipcode:
Telephone Number:		Fax Number:
E-Mail Address:		
Fiscal Contact Person:		
Address:		
City:	State:	Zipcode:
Telephone Number:		Fax Number:
E-Mail Address:		

GEOGRAPHICAL AREAS SERVED (BY COUNTY, CITY, CENSUS TRACT, OR NEIGHBORHOOD):

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____
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Program Manager/Coordinator/Director Signature

Date

Fiscal Agent Signature

Date

RATING SCALE CRITERIA

ATTACHMENT A

Communities for Opportunities (Total scale equals 100 points)

Evaluation Criteria	Points
A) Experience of entity submitting proposal in providing basic literacy and work-related programs.	15
B) Statement of need documented with target population identified.	10
C) Documentation of a model that allows for creativity and innovation.	20
D) Matching 25 percent resources detailed.	8
E) Proposed curriculum that shows transition to GED attainment, increase in work skill achievement level or attainment of increased work placement opportunities.	20
F) Planned use of technology in delivering adult education instruction.	12
G) Explanation of how respondents will detail the program's progress and verify the expected outcomes.	15
Total	100

CFO Program Eligible Localities

ATTACHMENT B

Cities	Dickenson	Prince George	Boykins
Bedford	Dinwiddie	Pulaski	Branchville
Buena Vista	Essex	Rappahannock	Bridgewater
Covington	Fauquier	Richmond	Broadway
Emporia	Floyd	Roanoke	Brodnax
Franklin	Fluvanna	Rockbridge	Brookneal
Galax	Franklin	Rockingham	Buchanan
Harrisonburg	Frederick	Russell	Burkeville
Lexington	Giles	Scott	Cape Charles
Martinsville	Gloucester	Shenandoah	Capron
Norton	Goochland	Smyth	Cedar Bluff
Poquoson	Grayson	Southampton	Charlotte Court
Radford*	Greene	Spotsylvania	House
Salem	Greensville	Stafford	Chase City
Staunton	Halifax	Surry	Chatham
Waynesboro	Hanover	Sussex	Cheriton
Williamsburg	Henry	Tazewell	Chilhowie
Winchester*	Highland	Warren	Chincoteague
	Isle of Wight	Washington	Christiansburg*
Counties	James City County	Westmoreland	Claremont
Accomack	King and Queen	Wise	Clarksville
Albemarle	King George	Wythe	Cleveland
Alleghany	King William		Clifton Forge
Amelia	Lancaster	Towns	Clinchco
Amherst	Lee	Abingdon	Clinchport
Appomattox	Louisa	Accomack	Clintwood
Augusta	Lunenburg	Alberta	Coeburn
Bath	Madison	Altavista	Colonial Beach
Bedford	Mathews	Amherst	Columbia
Bland	Mecklenburg	Appalachia	Courtland
Botetourt	Middlesex	Appomattox	Craigsville
Brunswick	Montgomery	Ashland	Crewe
Buchanan	Nelson	Belle Haven	Culpeper
Buckingham	New Kent	Berryville	Damascus
Campbell	Northampton	Big Stone Gap	Dayton
Caroline	Northumberland	Blacksburg*	Dendron
Carroll	Nottoway	Blackstone	Dillwyn
Charles City	Orange	Bloxom	Drakes Branch
Charlotte	Page	Bluefield	
Clarke	Patrick	Boones Mill	
Craig	Pittsylvania	Bowling Green	
Culpeper	Powhatan	Boyce	
Cumberland	Prince Edward	Boydton	

CFO Program Eligible Localities

ATTACHMENT B

Towns cont'	Lawrenceville	Ridgeway	White Stone
Dublin	Lebanon	Rocky Mount	Windsor
Duffield	Leesburg	Round Hill	Wise
Dungannon	Louisa	Rural Retreat	Woodstock
Eastville	Lovettsville	Saltville	
Edinburg	Luray	Saxis	
Elkton	Madison	Scottsburg	
Exmore	Marion	Scottsville	
Farmville	McKenney	Shenandoah	
Fincastle	Melfa	Smithfield	
Floyd	Middleburg	South Boston	
Fries	Middletown	South Hill	
Front Royal	Mineral	St. Charles	
Gate City	Monterey	St. Paul	
Glade Spring	Montross	Stanardsville	
Glasgow	Mount Jackson	Stanley	
Glen Lyn	Mount Crawford	Stephens City	
Gordonsville	Narrows	Stony Creek	
Goshen	Nassawaddox	Strasburg	
Gretna	New Castle	Stuart	
Grottoes	New Market	Surry	
Grundy	Newsoms	Tangier	
Halifax	Nickelsville	Tappahannock	
Hallwood	Onancock	Tazewell	
Hamilton	Onley	The Plains	
Haysi	Orange	Timberville	
Hillsboro	Painter	Toms Brook	
Hillsville	Pamplin City	Troutdale	
Honaker	Parksley	Troutville	
Hurt	Pearisburg	Urbanna	
Independence	Pembroke	Victoria	
Iron Gate	Pennington Gap	Vinton	
Irvington	Phenix	Virgilina	
Ivor	Pocahontas	Wachapreague	
Jarratt	Port Royal	Wakefield	
Jonesville	Pound	Warrenton	
Keller	Pulaski	Warsaw	
Kenbridge	Purcellville	Washington	
Keysville	Remington	Waverly	
Kilmarnock	Rich Creek	Weber City	
La Crosse	Richlands	West Point	